

Melrose Dismissal Plan 2019-2020

Families will indicate on a form the regular dismissal plan for their child(ren).

- Walker
- Bus Rider
- Car Rider

If a child is going to deviate from the dismissal plan, a written note must be handed in to the school indicating the change.

See the “Melrose Dismissal Form 2019-2020”.

Car Rider Procedure:

Each family will receive two, laminated, car rider “passes”. The sign will be on neon colored paper and list the names of all the children in the family who attend Melrose.

The sign must be placed on the passenger side dashboard of the vehicle that will be used to pick up children from school.

Drivers must follow the traffic pattern into the loop in front of the school and remain in their cars until children are brought to the car.

If a parent does not have a sign in the dashboard, she will have to park, come in to the office, present ID and sign their child out.

All car riders will report to the gym to wait until their parent is at the front of the car rider line.

Staff will be in the loop reading the signs in the windshield and calling for the children in the gym. Children will be called by families:

i.e. John Smith (4th)
Susie Smith (2nd)
Randy Smith (K)

Bus Riders:

All buses and daycare vans will be instructed to pick up students in the back of the schools near the cafeteria loading dock.

Bus Riders will wait in the cafeteria for their bus to be called.

There will be a staff member on the landing that will announce which bus or day care van has arrived.

Walkers:

All students in grades 2-4 are permitted to leave the school on their own to walk home.

Walkers will exit out of the cafeteria door exit in the front of the school (to the right of the front entrance when looking at the school). Students are expected to exit that door and walk directly home. IF an older child needs to wait for a younger sibling to walk home, he may wait in the lawn in the front of the school. (Walkers may not walk over to the courtyard in front of the school while car riders are being dismissed).

A parent, family member or older sibling may walk Kindergarten or First Grade students home – with parent/guardian permission. This permission will be granted on the “Melrose Dismissal Form 2019-2020”.

If a parent comes to school to pick up their child in grades K or 1st, he will enter the cafeteria door (to the right of the front entrance while looking at the school) after most of the older students who are walking have been dismissed.

Parents, guardians, older siblings, etc... must sign their Kindergarten or First grade child out at the sign out table inside the entryway. Kindergarten and First grade walkers will remain in the cafeteria until they are picked up by the appropriate person.

People who are picking up younger children to walk home must have ID and be listed as allowable people to pick up their child on the “Melrose Dismissal Form 2019-2020” or on the child’s Emergency card.